

Name: _____

**University of Hartford
University Libraries**

Research Tutorial Worksheet

To begin the tutorial, open your Web browser and go to the Libraries' homepage:

<http://library.hartford.edu>

Click on "*Get Help*" on the left side bar and then on "*Research Tutorial*" in the middle of the page.

READ EACH SECTION OF THE TUTORIAL BEFORE MOVING TO THE WORKSHEET. THE ANSWERS ARE IN THE TUTORIAL.

Note: In the *Research Tutorial*, you will see a series of SAMPLE screens shots. These screens shots are not interactive. Similarly, as with anything online, databases get tweaked and updated, and so the screen shots may not exactly match what the database currently looks like.

If you have any questions, please feel free to contact the Mortensen Library Reference Office. We can be found on the main floor of Mortensen Library, by phone at 860-768-4142, and via the Librarian Chat box on the Libraries' homepage.

When you have completed the tutorial and these exercises, turn these pages in to your instructor, along with all printouts. Attach all pages. On the top of each attachment, write the Part number (e.g. Part 4).

Part 1: Planning Your Research

A. Write your proposed research topic here: _____

B. What is your focus? _____

C. What are you trying to prove? _____

D. In the boxes below, list key terms for your topic.

Example:

<i>College</i>	<i>Sports</i>	<i>Injury</i>
<i>University</i>	<i>Athletics</i>	<i>Concussion</i>
<i>School</i>	<i>Baseball</i>	<i>ACL Tear</i>
	<i>Hockey</i>	

Now fill out this area with key terms for your topic:

E. Next, combine your key terms using AND and OR to create search statements as described in the tutorial. Create at least **three** searches, and make sure at least one of them uses the truncation asterisk.

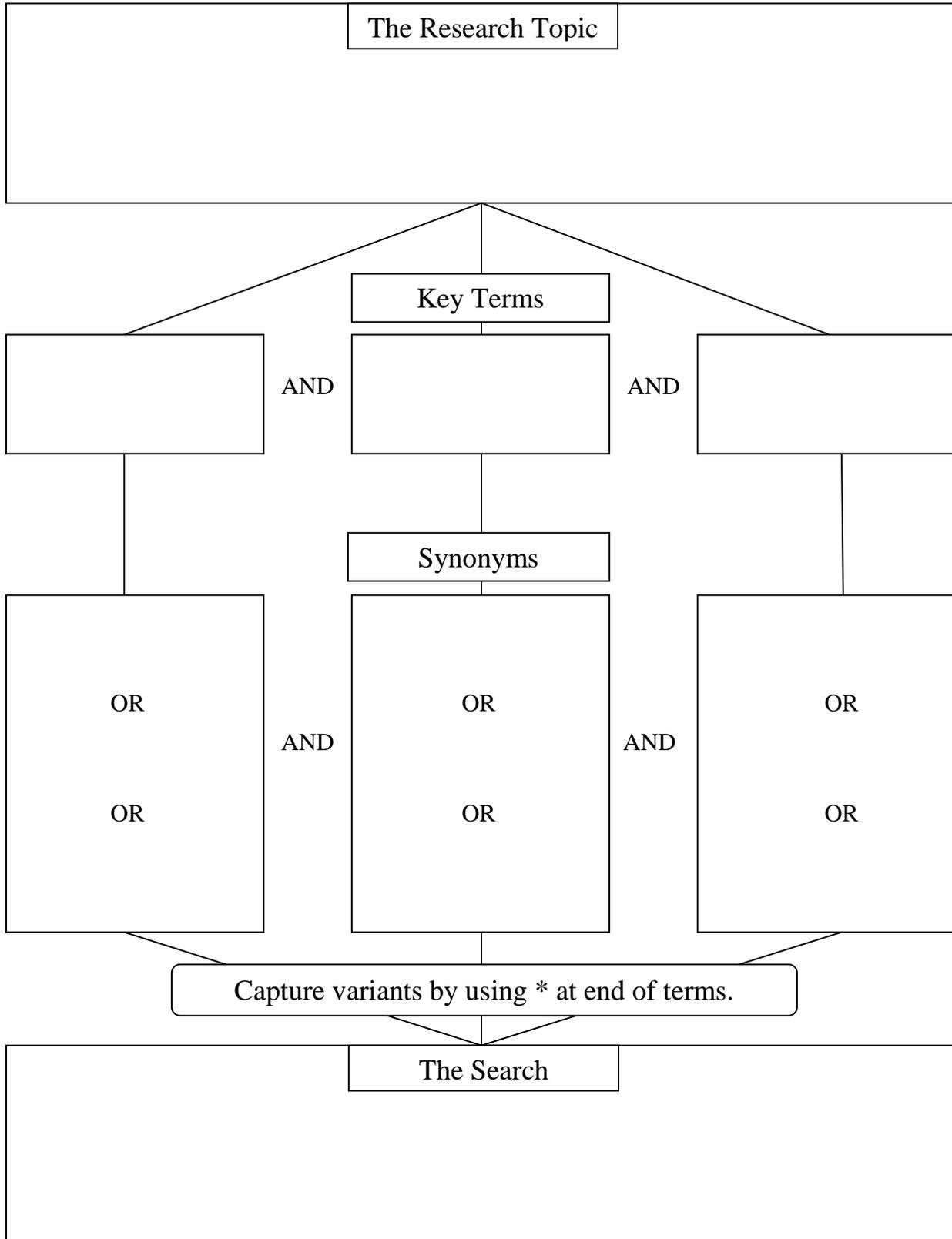
Example: College AND Athlet OR Sports AND Injur**

Search 1: _____

Search 2: _____

Search 3: _____

(Optional) F. Here is another way to capture the *same* information that you created in parts A-E. Some people might find this way of visualizing and formatting the information better for them. Try both ways and see what works best for you!



Part 2: Finding Books in the Catalog and on the Shelf

A. Using one or more of the search statements you developed in Part 1E:

- Do a search for books on your topic in the University Libraries Catalog.
- Print out the record for the first book in your results list
- Write the complete information about that books (author, title, publisher, date, call number, whether the books is available or checked out, and the location) in the space below.

Author: _____

Title: _____

Publisher: _____

Date: _____

Call #: _____

Availability: _____

Location:

Which Library & Shelving Location: _____

Which Floor (if Mortensen): _____

B. Visualize books on the shelf. Put the following "books" in correct call number order by numbering 1 to 5:

PN	PN	PN	PN	PN
1021	1022	1021	1022	1022
P75	C63	G7	H39	C7
1993	1983		1977	
_____	_____	_____	_____	_____

Now, indicate where this book would fit in the above sequence, by indicating the two numbers (1, 2, 3, 4, 5 from above) it would go between.

_____ PN 1022 G37 1984 _____

Part 3: Locating Databases

- A. Using the "Browse By Subject" menu in the Databases tab on the Library web site, find the list of databases relevant to your subject. Print off that page.
- B. Choose two databases from that list that you think will be good places to search for articles on your topic:
1. _____
 2. _____
- C. Look at your list of databases one more time. List one database that is "locked" and one database that anyone could access without needing to prove they're part of the University of Hartford.

Locked: _____

Unlocked: _____

Part 4: Searching Databases

- A. Open up two different web browser windows or tabs. In one, get to the ABI/Inform database search page (as described in the tutorial). In the other window or tab, choose one of the two databases you listed in Part 3B (if you listed ABI/Inform as one of your choices, use the other!) and go to its search page.
- B. Using one of the searches you developed in Part 1E, search both databases. Make sure you check off the "Full Text" and "Academic/Peer Reviewed Journals" checkboxes!
1. Print off the Results List (one page only) for both databases, making sure that you indicate which list comes from which database.
 2. Write down the name of the other database you used and number of results from each database:

Name of Database	Number of Results
ABI/Inform	

- C. Print off the first page of an article from your search in ABI/Inform. On your print out, circle and label the following things (if any of them do not exist on the printed page, hand write them onto it!):
1. The title of the article
 2. The author(s)
 3. The name of the journal it was published in, including the date and volume/issue numbers
 4. The page numbers of the article
- D. Print off the first page of an article from your search in the second database you chose. On your print out, circle and label the following things (if any of them do not exist on the printed page, hand write them onto it!):
1. The title of the article
 2. The author(s)
 3. The name of the journal it was published in, including the date and volume/issue numbers
 4. The page numbers of the article

Part 5: Finding and Evaluating Web Sites

- A. Choose one of the searches you created in Part 1E and put it into Google (www.google.com) and write down the following things:
1. The Words You Searched: _____
 2. The Number of Results: _____
 3. The URL (address) of a web site from the first page of results that looks like it might be useful:

B. Look at the Subject Guide List (<http://library.hartford.edu/guides/guidelist.asp>).

1. What is the name of the Guide that most closely matches your topic? If you do not see a Guide that matches, think about how you might broaden your topic, or how you might think about it in another way, until you do see a Guide that you think would work. Write down the name here.
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2. Go to the Web Sites tab of the Guide you listed above. Choose a web page from that list and write down the URL:
-

C. Choose either of the web pages you wrote down above. Evaluate it using the following questions.

1. Who runs the web page/what organization is it affiliated with?
2. What kind of web page is it? What kind of information does it have?
3. Is there a particular author for that web page? If so, what expertise/credentials does that person have?
4. How current is the information? Is there a "date published" or "date updated" for the page? Does currency matter for your topic?
5. How is it written? (formal, informal) Is there an immediately obvious bias (such as what sort of word choices does the author make, is there a clear affiliation with a political, religious or social change group)?
6. Does the page give statistics or facts? If so, does it cite a source for those?
7. Does this page seem like something you would be able to use as a resource for a research paper? Why or why not?
8. Did you find references to (or even links to) other sources that you might be able to use in your research? If yes, write down what they were and how you might track them down.

